

**JOB DESCRIPTION  
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT  
EMPLOYMENT AND  
COMPENSATION DIVISION**

Job Title	<u>Senior Parks Planner</u>
Sch & Grade	<u>PAT-10</u>
Class Code	<u>BD04</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not eligible</u>
Occupational Group	<u>Planning</u>

**PRIMARY PURPOSE:**

Performs a variety of professional duties requiring a comprehensive expertise in all facets of park master planning, design principals, and practices. Assists with coordination and implementation of departmental capital improvement projects and related park programs.

**SUPERVISION:**

Under general supervision of the Parks Superintendent of General Services. Supervises assigned staff.

**DESCRIPTION OF WORK:**

**ESSENTIAL FUNCTIONS:**

1. Plans and organizes all critical functions related to park planning and development.
2. Supervises, coordinates and schedules the work of assigned employees in Parks Planning; completes performance evaluations, recommends and implements disciplinary action, and participates in and makes recommendations regarding staff hiring decisions.
3. Prepares master plans and construction cost estimates for park development projects.
4. Prepares detailed site and landscape plans, site grading and drainage design, parking lot design, site layout plans, general site utility plans and similar working drawings common to Landscape Architecture.
5. Prepares technical specifications and bid documents in accordance with project requirements, local codes, regulations, ordinances, and the departmental comprehensive plan.
6. Effectively incorporates park planning, landscape architecture, civil engineering, architectural, and construction design principals and practices into park design and development plans.
7. Prepares and presents plans, verbal and written reports including public presentations. Participates in related public information and citizen involvement programs.
8. Assembles and evaluates data, information, and maps related to community growth to coordinate project design and construction elements with user groups, other city departments, agencies, and the general public.
9. Utilizes necessary computer software applications to produce graphic plans, working drawings, specifications, reports, and other documents.
10. Establishes and maintains project files, reports, plans and maps.
11. Assists with contract/project management including contract administration, field inspections, contractor performance, and project closeout.
12. Evaluates existing parks, defines deficiencies and designs or contracts for improvements to facilities.
13. Communicates effectively with consultants, community representatives, and other city employees.
14. Interprets legal descriptions, boundary surveys, blue prints, technical specifications, shop drawings, policies, code requirements, and regulations.
15. Provides various types of technical support to maintenance and construction projects.
16. Travels to future and current park sites as well as other off-site locations to work on parks planning projects.

**IMPORTANT FUNCTIONS:**

1. Participates in meetings, hearings, and presentations in public gatherings.
2. Attends conferences, workshops, seminars, and other training for professional development purposes.

*Performs related work as required.*

**QUALIFICATIONS REQUIRED:**

Any combination of education, training, experience providing the following knowledge, skills, and abilities:

**Knowledge**

Possesses and maintains a working knowledge of park, open space, and recreational planning issues, principals, methods, and techniques with a specialized knowledge of site master planning, site design and construction detailing, environmental design, urban conservation, capital improvements programming, and applicable regulations as required by departmental assignment. Possesses knowledge of public works construction standards, specifications, and project procedures.

**Abilities**

Professionally prepare park development and improvement plans from comprehensive graphic master plans to detailed working drawings and specifications; plan and organize work of multiple projects concurrently; plan, execute, and complete plans and research to effectively present findings in graphic, oral, and written form; work effectively with minimal supervision; exercise discretion as well as sound, independent judgment; make effective recommendations and decisions that are of significance and have consequence; is involved in long- and short-term objectives for the department; work effectively in a team environment; speak effectively in front of groups; effectively utilize appropriate software applications; read, comprehend, and interpret a variety of written documentation; effectively welcome and embrace differences among employees and citizens; deal courteously in a tactful and patient manner with associates and the general public; present an overall professional image; perform the essential functions of the job without posing a direct threat to the health and safety of others.

**Experience, Education, and Training**

Graduation from an accredited college or university with a Bachelor’s Degree in Architecture, Landscape Architecture, Engineering or closely related field with three years of experience in park and recreation planning or closely related area.

**Physical Requirements**

Adequate mobility to personally inspect all aspects and locations of the park and greenways system in both developed and undeveloped areas including construction sites is required. Such areas may contain loose rock, mud, ledges, steep slopes, precarious footholds, and related hazards. Hold and grip objects. Lifts, pushes and pulls up to 50 pounds.

**Working Environment**

Primarily indoors with regulated heating and cooling in a general office environment; may work outdoors when traveling to future and current park sites or working at other offsite locations and therefore susceptible to extreme weather conditions.

**Licensing/Certification**

Professional Registration as a Landscape Architect is preferred. Possession of a valid Missouri motor vehicle operator’s license.

**Miscellaneous Requirements**

None required.

<b>Last Revision:</b> February 16, 2012	<b>GENERAL ORDINANCE NO.</b> 5244
<b>Comments:</b> Updated Abilities	<b>Date:</b> February 11, 2003

**I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_